



AGENDA
CITY COMMISSION MEETING
COMMISSION CHAMBERS, CITY HALL
MONDAY, JANUARY 27, 2014 5:30 PM

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS: None

3. PRESENTATIONS: None

4. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

A. CITY COMMISSION MEETING MINUTES: None

B. PURCHASING ITEMS:

1. Purchase request from Public Works Wastewater Division for an additional \$20,000.00 to be used for smoke testing under an existing fixed unit price agreement with USSI, LLC.

C. RESOLUTIONS:

1. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Master Service Agreement with Level 3 Communications, LLC; and providing an effective date.
2. Resolutions authorizing execution of the agreements for professional engineering services on a continuing basis.
 - A. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Professional Services Agreement with Arcadis US, Inc. for engineering services on a continuing basis; and providing an effective date.

- B. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Professional Services Agreement with Jones Edmunds & Associates, Inc. for engineering services on a continuing basis; and providing an effective date.
3. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute an Amendment One to an existing construction services agreement with Perry Roofing, Inc. for additional work for a total change order cost of \$8,900.00; and providing an effective date.
4. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to eliminate the position of Director of Environmental Services (Pay Grade 142) and establish the position of Director of Public Works (Pay Grade 144); and providing an effective date.
5. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to adopt the National Recreation and Park Association (NRPA) recommended guidelines for credentialing volunteers in recreational programs and activities; and providing an effective date.
6. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Public Works Department, Stormwater Division, to accept, if awarded, grant funds available from Lake County Water Authority (LCWA) in an amount up to \$498,000 for four (4) individual projects; and providing an effective date.
7. Resolutions Authorizing The Changes to the City's Banking and Investment Signature Cards
 - A. Resolution of the City Commission of City of Leesburg, Florida, authorizing a change of signatories as required by Suntrust Bank to honor all checks, drafts, or other orders for payment of money drawn in the name of the City of Leesburg; and providing a sample of said individuals signature; and providing an effective date.
 - B. Resolution of the City Commission of City of Leesburg, Florida, authorizing a change of signatories as required by Wells Fargo Bank to honor all checks, drafts, or other orders for payment of money drawn in the name of the City of Leesburg; and providing a sample of said individuals signature; and providing an effective date.
8. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Residential Lease Agreement between Rachel Bledsoe and the City of Leesburg to lease City owned property located at 2218 Aitkin Loop; and providing an effective date.
9. Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement from Fay J Paquettte and Robin M Paquette for land pertaining to South Whitney Road, Leesburg, Florida; and providing an effective date.

10. Resolution of the City Commission of the City of Leesburg, Florida accepting a Utility Easement from Kiz A. Gibson and James K. Gibson, Jr. for land pertaining to South Whitney Road, Leesburg, Florida; and providing an effective date.
11. Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement from J. Stewart Paquette, Trustee of the J. Stewart Paquette Living Trust, pertaining to land on South Whitney Road, Leesburg, Florida; and providing an effective date.
12. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a First Amendment to a services agreement with General Electric Company; and providing an effective date.

D. OTHER ITEMS: None

5. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:

- A. Second reading of an Ordinance amending section 22-248 of the Code of Ordinances, pertaining to gas department service policies.
- B. Second reading of an ordinance amending the City of Leesburg Municipal Police Officers' Pension Trust Fund.
- C. First reading of an ordinance amending the fiscal year 2013-14 Budget for the General, Greater Leesburg CRA, Carver Heights CRA, Hwy 441/27 CRA, Stormwater, Capital Projects, Electric, Gas, Water, Wastewater, Discretionary Sales Tax and Fleet Funds for carryovers from fiscal year 2012-13.
- D. City Commission approval of the budget calendar for Fiscal Year 2014-15, which includes dates for Commission workshops.

6. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

- A. Smart Grid Update/Report
- B. Miscellaneous Accounts Receivable Customers With City Attorney
- C. Expected Write-offs November 2013
- D. Report of Receipts and Disbursements by Fund November 2013
- E. City Manager Contingency Fund

7. CITY ATTORNEY ITEMS:

8. CITY MANAGER ITEMS:

9. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.

10. ROLL CALL:

11. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.



AGENDA MEMORANDUM

Item No: 4.B.1.

Meeting Date: January 27, 2014

From: Mike Thornton, Purchasing Manager for
DC Maudlin, Interim Public Works Director

Subject: Purchase request for additional funds to be used for smoke testing.

Staff Recommendation:

Staff recommends approval of the additional \$20,000.00 to be used for smoke testing under an existing fixed unit price agreement with USSI, LLC.

Analysis:

The Wastewater Division was scheduled to budget for and complete the smoke testing in Fiscal Year 2015. The additional amount, if approved, will be used to complete the smoke testing this year. The contracted vendor, USSI, LLC, is already mobilized and moving faster than expected with the scheduled 2014 testing and would be able to complete this additional work this year.

The Wastewater Division is requesting an additional \$20,000.00 be approved. When combined to the previously approved \$70,000.00 the total amount spent in the current fiscal year will be \$90,000.00.

Procurement Analysis:

This additional amount exceeds the 5% of the originally approved expenditures. City policy requires this additional expenditure be approved by City Commission.

On December 17, 2012, the City Commission approved Resolution 9129 authorizing execution of a fixed unit price agreement with USSI, LLC for sewer line smoke testing services. This purchase would be performed under the existing fixed unit price agreement.

Options:

1. Approve spending the additional \$20,000.00 in Fiscal Year 2014 with USSI, LLC; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

A budget adjustment will be necessary to add the \$20,000 to the budget. The department would like to use available Renewal & Replacement funds to fund this amount.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Public Works / Wastewater</u> Prepared by: <u>Mike Thornton</u> Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Dates: _____ Attorney Review : Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM,</u> _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. <u>044-4081-535.46-26</u> Project No. <u>447011</u> WF No. _____ Budget <u>\$70,000.00</u> Available <u>\$70,000.00</u>
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AGENDA MEMORANDUM

Item No: 4.C.1.

Meeting Date: January 27, 2014

From: Jim Lemberg – Manager, Communications Utility

Subject: Resolution authorizing Master Service Agreement with Level 3 Communications.

Staff Recommendation:

Staff recommends approval of a resolution authorizing a Master Service Agreement for communications services with Level 3 Communications.

Analysis:

The Master Service Agreement provides the general terms and conditions under which the customer will place orders for communications services from the City's Communications Utility.

Options:

1. Approve the resolution, or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

This agreement will have no fiscal impact.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>IT/Communications</u>	Reviewed by: Dept. Head _____	Account No. <u>n/a</u>
Prepared by: <u>Jim Lemberg</u>		
Attachments: Yes <u>X</u> No _____	Finance Dept. _____	Project No. <u>n/a</u>
Advertised: _____ Not Required <u>X</u>		
Dates: <u>n/a</u>	Deputy C.M. _____	WF No. <u>n/a</u>
Attorney Review : Yes <u>X</u> No _____	Submitted by: _____	Budget <u>n/a</u>
	City Manager _____	Available <u>n/a</u>
<u>Revised 6/10/04</u>		

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND
CITY CLERK TO EXECUTE A MASTER SERVICE AGREEMENT
WITH LEVEL 3 COMMUNICATIONS, LLC; AND PROVIDING
AN EFFECTIVE DATE.

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:**

THAT the Mayor and City Clerk are hereby authorized to execute a Master Service Agreement with Level 3 Communications, LLC, whose address is 4207 Smith School Rd., Austin, TX 78744, under which communications services are provided.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the twenty-seventh day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.2.

Meeting Date: January 27, 2014

From: Mike Thornton, Purchasing Manager, for
DC Maudlin, Director, Public Works

Subject: Resolutions authorizing execution of continuing services agreements with
ARCADIS U.S., Inc. and Jones Edmunds & Associates, Inc. for professional
engineering services for city projects on an as needed basis pursuant to RFQ
130633.

Staff Recommendation:

Staff recommends approval of the resolutions authorizing execution of continuing services agreements with ARCADIS U.S., Inc. and Jones Edmunds & Associates, Inc.

Analysis:

The purpose of this solicitation is to establish a continuing services agreement with two qualified firms to provide professional engineering services for city projects as provided by FS 287.055, the Consultant's Competitive Negotiations Act (CCNA).

The scope of services includes, but is not limited to performance of all professional engineering tasks related to planning, programming, engineering, design, inspection, project management, technical and survey/mapping services, public presentation and discussion, and general consulting regarding any technical issues and construction of various municipal projects requiring engineering and/or architectural services.

All work will be in accordance with Standards for Professional Engineering. For future projects, the City will negotiate the technical aspects of the scope of work, deliverables, and fees, on a project-by-project basis. When the parties have agreed on a scope of work and cost a Task Order will be prepared. The cost of the Task Order will be determined using the Schedule of Fees in the Master Agreement. The Task Order will be executed by either the City Manager or Mayor following approval by the City Commission. The executing authority will depend on the total cost of each individual Task Order.

Procurement Analysis:

On September 6, 2013, the Purchasing Division issued Request for Qualifications (RFQ) number 130633 inviting interested and qualified firms to submit Technical Proposals/Qualifications Statements which demonstrated the professional qualifications and competence of their organization by responding to specific evaluation criteria published in the RFQ, by which their proposals would be judged against to determine which would be best to serve the needs of the City.

On October 17, 2013, the City received qualification statements from 11 engineering firms. A technical evaluation panel consisting of staff from the Public Works Department evaluated the responses which detailed the respondent organizations project team, firm's approach to the City's anticipated needs, and previous experience with public works and utility related projects in relation to the evaluation elements of the RFQ.

The State of Florida adopted the Consultants Competitive Negotiation Act (CCNA) more than 30 years ago. This law has served as 'the standard' as other states have studied and enacted other qualifications-based procurement laws for professional services. The purpose of the act was to require government agencies including municipalities to:

- Provide public notice of all projects;
- Select the most qualified firm for a particular project through consideration of a firm's qualifications and experience without consideration of fees; and
- Negotiate fair and reasonable fees with the selected firm(s).

This solicitation was conducted in compliance with the CCNA, Florida Statute 287.055 governing the "Acquisition of professional architectural, engineering, landscape architectural or surveying and mapping services," which contains policy and procedural requirements to be followed when soliciting, evaluating and selecting contractors to perform professional services. The CCNA requires the evaluation of current statements of qualifications and performance data, together with those that may be submitted by other firms regarding the proposed project demonstrating their qualifications, approach to the project, and ability to furnish the required services.

To comply with the CCNA, the solicitation included established evaluation criterion elements successfully used to conduct similar CCNA type procurements previously. The criterion, based on the scope of work, with their relative importance emphasized by maximum obtainable point values were:

- Firm's Project Team - 35 points
- Evaluation of statement of approach - 35 points
- Firm's Experience with Previous Water/Wastewater Projects - 30 points.
- Local Vendor Preference - 10 points for tier 1 or 4 points for tier 2
- Previously Awarded Work - Up to 10 additional points
Volume of work previously awarded to the Respondent by the City within the last three (3) years (January 2010 through December 2012):
10 - \$0 - \$50,000 **8** - \$50,001 - \$100,000 **6** - \$100,001 - \$200,000
4 - \$200,001 - \$350,000 **2** - \$350,001 - \$500,000 **0** - \$500,001 +

In the tradition of fundamental source selection principles which stress the need to adhere strictly to the evaluation criteria set forth in the RFQ and following the evaluation and scoring methodology in the source selection/technical evaluation plan, the proposals were evaluated by the technical evaluation panel in a fair, uniform, and objective manner solely in accordance with the CCNA and evaluation criteria.

The result of those evaluations is detailed in the ranking list included here.

SUMMARY OF RANKING

FIRM NAME	LOCATION	RANK	ORDINAL POINTS
ARCADIS US, INC.	Maitland, FL	1	4
Jones Edmunds	Gainesville, FL	2	10
AMEC	Tavares, FL	3	12
AECOM	Orlando, FL	4	18
Chen-Moore	Gainesville, FL	5	21
Booth, Ern, Straughan & Hoitt	Tavares, FL	6	23
CPH	Sanford, FL	7	29
CPWG	Valrico, FL	8	32
Springstead Engineering	Leesburg	9	35
DMC	Port Orange, FL	10	36
L&SF Engineering	Palm Harbor, FL	11	44

Options:

1. Approve execution of the agreements with ARCADIS US, Inc. and Jones Edmunds & Associates, Inc.; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The actual fiscal impact is unknown at this time. Actual expenditures will depend on work to be performed. Projects will be estimated and detailed in separate task orders. The cost of the project based work will be charged to the specific project. As future projects are identified, Commission approval will be sought when the project cost warrants such approval.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Public Works</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Advertised: <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Dates: <u>September 15, 2013</u> Attorney Review: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <u>Revised 6/10/04</u>	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ARCADIS US, INC. FOR ENGINEERING SERVICES ON A CONTINUING BASIS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with ARCADIS US, INC. whose address is 2301 Maitland Center Parkway, Suite 244, Maitland, FL 32751-7414 for professional engineering services pursuant to RFQ 130633.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH JONES EDMUNDS & ASSOCIATES, INC. FOR ENGINEERING SERVICES ON A CONTINUING BASIS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with JONES EDMUNDS & ASSOCIATES, INC. whose address is 730 NE Waldo Road Gainesville, FL 32641, for professional engineering services pursuant to RFQ 130633.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.3.

Meeting Date: January 27, 2014

From: Mike Thornton, Purchasing Manager, for
DC Maudlin, Interim Public Works Director

Subject: Resolution authorizing execution of amendment number one to the agreement with Perry Roofing, Inc. for the City Hall Roof Replacement project for \$8,900.00

Staff Recommendation:

Staff recommends approval of the resolution authorizing the execution of contract amendment number one with Perry Roofing, Inc. for an amount of \$8,900.00.

Analysis:

On October 28, 2013, resolution 9298 authorized an agreement with Perry Roofing for the City Hall Roof Replacement for \$69,700.00. After approval to proceed with the project a pre-construction meeting was scheduled and Public Works started moving forward with the scheduling of the project.

Prior to starting construction, Perry Roofing notified the Engineer of Record that there was a discrepancy with the specification as it pertained to achieving the 20-year NDL (No Dollar Limit) Warranty that would be provided to the City of Leesburg at the completion of this project. The roofing system that is specified does not meet State of Florida Building Code, therefore is not eligible for the 20-year NDL warranty.

According to the roof manufacturer's (CertainTeed) technical department, a Densdeck prime cover board is required to be installed over the insulation before the roofing plies are applied (this is also set forth in the FL Building Code). The additional prime cover board is required to obtain eligibility for a 20-year NDL warranty.

After reviewing this issue with, Springstead Engineering, the City's Engineer of Record, and Perry Roofing there were two options available:

1. Add a 3/8-inch Securock cover board to the assembly over the Iso insulation; all other components would remain the same. The additional cost for this would be \$8,900.00.
2. Replace the self-adhered base layer with a fastened down base sheet, the Iso insulation board would be fastened simultaneously with the base sheet and all other components to the system would remain the same. The additional cost for this would be \$2,600.00

Per discussion with the engineer of record, there was some miscommunication between the manufacturer's requirement and the State of Florida CertainTeed representative for the specified system, therefore the correct information was not addressed at time of bid.

Per discussion between Perry Roofing, Springstead Engineering, and the Public Works Department, the Public Works Department believes that Option 1 to add a layer of 3/8-inch Securock cover board to the specified roof assembly is the best application and will provide the City with a quality roof system.

City policy requires change orders that exceed 5% of the original contract amount or \$25,000.00 be approved by City Commission. This change order exceeds 5% (\$3,485.00) of the original contract amount.

Options:

1. Approve execution of the Change Order agreement with Perry Roofing Inc. for \$8,900.00; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

This project was originally budgeted in Fiscal Year 2012-13, \$217,988 is available to be rolled into the current year for this project.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Public Works</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Dates: _____ Attorney Review : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM,</u> _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>031-5193-519-6210</u> Project No. <u>310051</u> WF No. <u>813834/1</u> Budget <u>\$217,988.00</u> Available <u>\$215,168.00</u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE AN AMENDMENT ONE TO AN
EXISTING CONSTRUCTION SERVICES AGREEMENT WITH
PERRY ROOFING, INC. FOR ADDITIONAL WORK FOR A
TOTAL CHANGE ORDER COST OF \$8,900.00; AND PROVIDING
AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute amendment one
to an existing agreement with PERRY ROOFING, INC. whose address is 2505 NW 71ST
Place, Gainesville, FL 32653 for City Hall Roof Replacement Services.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.4.

Meeting Date: January 27, 2014

From: J. Cunningham Perry, Director, Human Services

Subject: Resolution changing Title from Director of Environmental Services to Director of Public Works – Pay Grade 144

Staff Recommendation:

Staff recommends approval of title change from Director of Environmental Services to Director of Public Works. Staff further recommends inclusion of pay grade 144 to the classification and pay plan to reflect the pay range for this position as approved by the City Commission on December 19, 2011 (See Attached – page 3 of 6).

Analysis:

On December 19, 2011, the City Commission approved a succession plan and reorganization of the Environmental Services/Public Works Department. The proposal was submitted by Mr. Ray Sharp, Director of the department at that time (See Attached). The document outlined a proposed reorganization which included a recommendation to reclassify the Senior Deputy Director position to Director upon the retirement of Mr. Sharp.

Options:

1. Authorize the title change as recommended from Director of Environmental Services (Pay Grade 142) to Director of Public Works (Pay Grade 144) effective upon approval by City Commission.
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The current budget includes funding for this change.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Human Services</u>	Reviewed by: Dept. Head _____	Account No. _____
Prepared by: <u>Jakki Perry</u>	Finance Dept. <u>BLM,</u>	Project No. _____
Attachments: Yes <u>X</u> No _____	Deputy C.M. _____	WF No. _____
Advertised: _____ Not Required _____	Submitted by: _____	Budget _____
Dates: _____	City Manager _____	Available _____
Attorney Review : Yes _____ No _____		
_____ Revised 6/10/04		

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, AUTHORIZING ELIMINATION OF
THE POSITION OF DIRECTOR OF ENVIRONMENTAL
SERVICES (PAY GRADE 142) AND ESTABLISH THE POSITION
OF DIRECTOR OF PUBLIC WORKS (PAY GRADE 144); AND
PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the City Commission authorized deletion of the position of Director of
Environmental Services (Pay Grade 142) and approved the establishment of the position of
Director of Public Works (Pay Grade 144); and

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.5.

Meeting Date: January 27, 2014

From: J. Cunningham Perry, Director, Human Services

Subject: Resolution authorizing acceptance of Guidelines for Credentialing Volunteers for Recreational Programs – Recreation Division – Human Services Department

Staff Recommendation:

Staff recommends approval of National Recreation and Park Association (NRPA) Recommended Guidelines for Credentialing Volunteers (Exhibit #1).

Analysis:

The National Recreation and Park Association (NRPA) has published recommended guidelines for credentialing of volunteers based on recreation and parks as a user group of public spaces. As a provider of recreational programming and parks, the City is responsible for maintaining safe environments for participants and their families. The City must be aware of the potential risks and safeguards to protect program participants and the communities we operate in. It is our opinion that volunteers be considered with the same scrutiny as paid staff and be recruited, screened, trained, supervised, and evaluated with the same rigor as paid staff. NRPA recommends all volunteers be screened as though they were applying for a paid position. The time, energy, and financial investment of prevention strategies, such as conducting a proper background screening, represents a fraction of the impact incidents such as sexual abuse, violence, neglect, or other crimes and abuses can have on participants, organizations and the community.

Options:

1. Approve the use of the National Recreation and Park Association (NRPA) Recommended Guidelines for Credentialing Volunteers as submitted.
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Human Services</u>	Reviewed by: Dept. Head _____	Account No. _____
Prepared by: <u>Jakki Perry</u>	Finance Dept. _____	Project No. _____
Attachments: <u>Yes</u> <u>X</u> <u>No</u> _____	Deputy C.M. _____	WF No. _____
Advised: <u>Not Required</u> _____	Submitted by: _____	Budget _____
Dates: _____	City Manager _____	Available _____
Attorney Review : <u>Yes</u> <u>No</u> _____		
Revised 6/10/04		

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, AUTHORIZING THE CITY OF
LEESBURG, FLORIDA, TO ADOPT THE NATIONAL
RECREATION AND PARK ASSOCIATION (NRPA)
RECOMMENDED GUIDELINES FOR CREDENTIALING
VOLUNTEERS IN RECREATIONAL PROGRAMS AND
ACTIVITIES; AND PROVIDING AN EFFECTIVE DATE.

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:**

THAT the City of Leesburg, Florida is hereby authorized to adopt the National
Recreation and Park Association (NRPA) Recommended Guidelines for Credentialing
Volunteers in Recreational Programs and Activities; and

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.6.

Meeting Date: January 27, 2014

From: Darel W. Craine, Deputy Director of Public Works

Subject: Resolution authorizing the Public Works Department, Stormwater Division, to accept, if awarded, grant funds available from Lake County Water Authority.

Staff Recommendation:

Staff recommends approval to accept, if awarded, grant funds available from Lake County Water Authority (LCWA) to complete four projects.

Analysis:

For fiscal year 2013-2014, \$500,000 in grant funding is available through LCWA, to be directed to one or more applicants. The submittal deadline for consideration was January 6, 2014. The Public Works Department submitted four applications to meet this deadline with the understanding that if Commission denies this request, the department will withdraw the application(s).

The Stormwater division has had many successes in securing grant funds in the past. The City has received grant funds of just over \$881,000 over the past five years, of which approximately \$275,000 was received from LCWA for the Whispering Pines Drainage Basin project, completed in 2009, and Lake Harris Drainage Improvements completed in 2010.

Project 1: Heritage Estates Ditch Enclosure: Design and construction to enclose ditch line. Create a series of ponds to detain and treat storm runoff prior to entering Lake Harris.

Project 2: East Leesburg Drainage Improvements: Enclose ditch line and reconstruct an existing stormwater pond. Construct a second pond for further treatment and polish prior to introduction to Lake Griffin.

Project 3: Lake Harris at Venetian Gardens Improvements: Installation of 12" storm lines to reroute drainage in the Venetian Cove area.

Project 4: Stormwater Comprehensive Plan Update: Identify and prioritize future stormwater projects. Address non point source pollution impacts of the existing system.

Options:

1. Approve the request to accept grant funding; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The estimated grant fundable cost of all projects total \$1,300,000. The potential awarded funds total approximately \$498,000. The department will prioritize and budget accordingly based on the outcome of the awarded grant(s).

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Public Works/Stormwater</u> Prepared by: <u>Tracey Dean</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Dates: _____ Attorney Review : Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>014-0000-337-3700</u> Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, AUTHORIZING THE PUBLIC WORKS
DEPARTMENT, STORMWATER DIVISION, TO ACCEPT, IF
AWARDED, GRANT FUNDS AVAILABLE FROM LAKE COUNTY
WATER AUTHORITY (LCWA) IN AN AMOUNT UP TO \$498,000
FOR FOUR (4) INDIVIDUAL PROJECTS; AND PROVIDING AN
EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement
with Lake County Water Authority, whose address is 107 North Lake Avenue, Tavares, FL
32778, to accept grant funding for the 2013-2014 fiscal year.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.7.A.

Meeting Date: January 27, 2014

From: William Spinelli, CPA, Finance Director

Subject: Resolution Authorizing Change of Authorized Signatories on all Bank Accounts at SunTrust Bank N.A.

Staff Recommendation:

Staff recommends approval of the resolution authorizing a change of authorized signatories on all bank accounts at SunTrust Bank N.A.

Analysis:

The requested action is necessary to change the name(s) and/or title of the individual(s) authorized on the accounts. Signature changes occur whenever there is a change in Mayor, City Manager, and/or Finance Director.

Options:

1. Approval of the attached resolution authorizing a change of authorized signatories on the accounts at SunTrust Bank N.A.
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: _____ Prepared by: _____ Attachments: Yes____ No____ Advertised: _____Not Required____ Dates: _____ Attorney Review : Yes____ No____ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF CITY OF LEESBURG FLORIDA, AUTHORIZING A CHANGE OF SIGNATORIES AS REQUIRED BY SUNTRUST BANK TO HONOR ALL CHECKS, DRAFTS, OR OTHER ORDERS FOR PAYMENT OF MONEY DRAWN IN THE NAME OF THE CITY OF LEESBURG; AND PROVIDING A SAMPLE OF SAID INDIVIDUALS SIGNATURE; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

WHEREAS, SunTrust Bank N.A., whose address is SunTrust Bank, N.A., 200 S. Orange Avenue, SOAB 6, Orlando, FL 32801 has qualified as a City depository pursuant to the provisions of Chapter 280, Florida Statutes; and,

WHEREAS, inasmuch as the City of Leesburg has changed the responsibilities of Mayor at the Commission meeting dated January 6, 2014, and,

WHEREAS, the Commission, in and for the City of Leesburg, desires to authorize a change of signatories as required by SunTrust Bank to honor all checks, drafts and other orders for payment of money drawn in the name of the City of Leesburg on its demand deposits, time deposits and savings accounts at SunTrust Bank, N.A.

WHEREAS, SunTrust Bank, N.A. has requested that the Commission provide a sample of the signatures of the Mayor, City Manager, and Finance Director of the City of Leesburg, Florida to facilitate the above referenced transactions.

NOW THEREFORE, BE IT RESOLVED by the Commission, in and for the City of Leesburg, Florida as follows:

1. That, the City of Leesburg hereby authorizes the changes in signatories to honor all checks, drafts, or other orders for payment of money drawn in the name of the City of Leesburg, effective January 27, 2014, as follows:

John Christian, Mayor
City of Leesburg, Florida

Alfred (Al) Minner, City Manager
City of Leesburg, Florida

William Spinelli, Finance Director
City of Leesburg, Florida

2. That, SunTrust Bank, N.A. is being provided a sample of the signatories of the aforementioned authorized persons.
3. That, upon adoption by the Commission in open session, this resolution shall be made a part of the Public Records of the City of Leesburg, Florida, and a copy hereof shall be furnished to SunTrust Bank, N.A.
4. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 27th day of January, 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.7.B.

Meeting Date: January 27, 2014

From: William Spinelli, CPA, Finance Director

Subject: Resolution Authorizing Change of Authorized Signatories on all Bank Accounts at Wells Fargo Bank.

Staff Recommendation:

Staff recommends approval of the resolution authorizing a change of authorized signatories on all bank accounts at Wells Fargo Bank.

Analysis:

The requested action is necessary to change the name(s) and/or title of the individual(s) authorized on the accounts. Signature changes occur whenever there is a change in Mayor, City Manager, and/or Finance Director.

Options:

1. Approval of the attached resolution authorizing a change of authorized signatories on the accounts at Wells Fargo Bank.
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: _____ Prepared by: _____ Attachments: Yes____ No____ Advertised: _____Not Required _____ Dates: _____ Attorney Review : Yes____ No____ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COMMISSION OF CITY OF
LEESBURG FLORIDA, AUTHORIZING A CHANGE OF
SIGNATORIES AS REQUIRED BY WELLS FARGO BANK
TO HONOR ALL CHECKS, DRAFTS, OR OTHER
ORDERS FOR PAYMENT OF MONEY DRAWN IN THE
NAME OF THE CITY OF LEESBURG; AND PROVIDING
A SAMPLE OF SAID INDIVIDUALS SIGNATURE; AND
PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:**

WHEREAS, Wells Fargo Bank., whose address is Wells Fargo Bank., 800 North
Magnolia Ave, 7th floor, Orlando, FL 32803 has qualified as a City depository pursuant to the
provisions of Chapter 280, Florida Statutes; and,

WHEREAS, inasmuch as the City of Leesburg has changed the responsibilities of
the Mayor at the commission meeting dated January 6, 2014, and,

WHEREAS, the Commission, in and for the City of Leesburg, desires to authorize
a change of signatories as required by Wells Fargo Bank to honor all checks, drafts and other
orders for payment of money drawn in the name of the City of Leesburg on its demand
deposits, time deposits and savings accounts at Wells Fargo Bank.

WHEREAS, Wells Fargo Bank has requested that the Commission provide a
sample of the signatures of the Mayor, City Manager, and Finance Director of the City of
Leesburg, Florida to facilitate the above referenced transactions.

**NOW THEREFORE, BE IT RESOLVED by the Commission, in and for the
City of Leesburg, Florida as follows:**

2. That, the City of Leesburg hereby authorizes the changes in signatories to honor all
checks, drafts, or other orders for payment of money drawn in the name of the City of
Leesburg, effective January 27, 2014, as follows:

John Christian, Mayor
City of Leesburg, Florida

Alfred (Al) Minner, City Manager
City of Leesburg, Florida

William Spinelli, Finance Director
City of Leesburg, Florida

James Williams, Deputy Finance Director
City of Leesburg, Florida

2. That, Wells Fargo is being provided a sample of the signatories of the aforementioned authorized persons.
3. That, upon adoption by the Commission in open session, this resolution shall be made a part of the Public Records of the City of Leesburg, Florida, and a copy hereof shall be furnished to Wells Fargo Bank.
4. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 27th day of January, 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.8.

Date: January 27, 2014

From: Ken Thomas, Director of Housing & Economic Development

Subject: Resolution approving a Residential Lease Agreement between Rachel Bledsoe and the City of Leesburg, to lease property located at 2218 Aitkin Loop

Staff Recommendation:

Staff recommends approval of the residential lease agreement between Rachel Bledsoe and the City of Leesburg to lease property located at 2218 Aitkin Loop for a period of six (6) months.

Analysis:

The City of Leesburg Housing & Economic Development Department purchased the subject property located at 2218 Aitkin Loop on January 3, 2013 utilizing funds from Lake County Housing Neighborhood Stabilization Program 1 (NSP1). According to the agreement between Lake County Government and the City, funds were provided for acquisition, repair, and rehabilitation of a foreclosed property that would be resold and/or rented to an eligible person. The amended agreement has a deadline that must be complied with by January 31, 2014.

Ms. Bledsoe qualifies as a first –time homebuyer, and she has been approved by a mortgage company to purchase the subject property. However, the repairs will not be completed prior to the amended deadline (January 31, 2014) to complete a sale of the property free of the recommended repairs. The repairs are scheduled to be completed by the end of February. Therefore, the City is proposing to rent the single family home to Ms. Bledsoe for a short period (6 months) until the repairs are completed. Thereafter, the home will be sold to Ms. Bledsoe as a first-time homebuyer.

Options:

1. Approve the residential lease agreement as presented; and/or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

No fiscal impact resulting from lease agreement.

Submission Date and Time: 1/22/2014 5:35 PM

Department: _____ Prepared by: _____ Attachments: Yes____ No ____ Advertised: _____Not Required _____ Dates: _____ Attorney Review : Yes____ No ____ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE A RESIDENTIAL LEASE AGREEMENT
BETWEEN RACHEL BLEDSOE AND THE CITY OF LEESBURG
TO LEASE CITY OWNED PROPERTY LOCATED AT 2218
AITKIN LOOP; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute a lease agreement
with Rachel Bledsoe whose address is 135 Bayou Circle, Apartment 201, Leesburg, Florida
34748, for leasing property located at 2218 Aitkin Loop, Leesburg, Florida 34748.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.9.

Meeting Date: January 27, 2014

From: Patrick Foster, Interim Electric Director

Subject: Resolution accepting a Utility Easement from Fay J. Paquette and Robin M. Paquette for land pertaining to South Whitney Road, Leesburg, FL

Staff Recommendation:

Staff recommends adoption of the Resolution accepting the Utility Easement from Fay J Paquette and Robin M Paquette, husband and wife, pertaining to property located South Whitney Road, Leesburg, FL in Section 30, Township 19 South, Range 24 East, Lake County, Florida.

Analysis:

Fay J Paquette and Robin M Paquette, husband and wife, are granting a Utility Easement to the City of Leesburg for the purpose of construction, installation, repair, maintenance, replacement and improvement of the underground or above ground utilities, including but not limited to water, sewer, reuse water, natural gas, electricity, cable television, fiber optics and telecommunication.

Options:

1. Adopt the Resolution accepting the Utility Easement as presented; or,
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Electric</u> Prepared by: <u>Sabrina Hubbell</u> Attachments: Yes <u>X</u> No <u> </u> Advertised: <u>Not Required</u> <u>X</u> Dates: <u> </u> Attorney Review : Yes <u>X</u> No <u> </u> <u> </u> Revised 6/10/04	Reviewed by: Dept. Head <u>Patrick Foster</u> Finance Dept. <u>BLM</u> Deputy C.M. <u> </u> Submitted by: <u> </u> City Manager <u> </u>	Account No. <u> </u> Project No. <u> </u> WF No. <u> </u> Budget <u> </u> Available <u> </u>
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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, ACCEPTING A UTILITY EASEMENT FROM
FAY J PAQUETTTE AND ROBIN M PAQUETTE FOR LAND
PERTAINING TO SOUTH WHITNEY ROAD, LEESBURG, FLORIDA;
AND PROVIDING AN EFFECTIVE DATE.**

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

Section 1.

The City of Leesburg, Florida, does hereby accept from Fay J. Paquette and Robin M. Paquette, husband and wife, a Utility Easement dated April 18, 2013, and recorded in Official Records Book 4364, Pages 474-477, Public Records of Lake County, Florida, conveying certain real property located in Section 30, Township 19 South, Range 24 East, Lake County, Florida, and more particularly described in said Utility Easement.

Section 2.

If any portion of this ordinance is declared invalid or unenforceable, then to the extent it is possible to do so without destroying the overall intent and effect of this ordinance, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of this ordinance shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.

Section 3.

This Resolution shall become effective upon its passage and adoption according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the 27th day of January, 2014.

THE CITY OF LEESBURG

By: _____
Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.10.

Meeting Date: January 27, 2014

From: Patrick Foster, Interim Electric Director

Subject: Resolution accepting a Utility Easement from Kiz A. Gibson and James K. Gibson, Jr. for land pertaining to South Whitney Road, Leesburg, FL

Staff Recommendation:

Staff recommends adoption of the Resolution accepting the Utility Easement from Kiz A. Gibson and James K. Gibson, Jr., wife and husband pertaining to property located South Whitney Road, Leesburg, FL in Section 30, Township 19 South, Range 24 East, Lake County, Florida.

Analysis:

Kiz A. Gibson and James K. Gibson, Jr., wife and husband are granting a Utility Easement to the City of Leesburg for the purpose of construction, installation, repair, maintenance, replacement and improvement of the underground or above ground utilities, including but not limited to water, sewer, reuse water, natural gas, electricity, cable television, fiber optics and telecommunication.

Options:

1. Adopt the Resolution accepting the Utility Easement as presented; or,
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Electric</u> Prepared by: <u>Sabrina Hubbell</u> Attachments: Yes <u>X</u> No <u> </u> Advertised: <u>Not Required</u> <u>X</u> Dates: <u> </u> Attorney Review : Yes <u>X</u> No <u> </u> <u> </u> Revised 6/10/04	Reviewed by: Dept. Head <u>Patrick Foster</u> Finance Dept. <u>BLM</u> , <u> </u> Deputy C.M. <u> </u> Submitted by: <u> </u> City Manager <u> </u>	Account No. <u> </u> Project No. <u> </u> WF No. <u> </u> Budget <u> </u> Available <u> </u>
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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA ACCEPTING A UTILITY EASEMENT FROM
KIZ A. GIBSON AND JAMES K. GIBSON, JR. FOR LAND
PERTAINING TO SOUTH WHITNEY ROAD, LEESBURG, FLORIDA;
AND PROVIDING AN EFFECTIVE DATE.**

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

Section 1.

The City of Leesburg, Florida, does hereby accept from Kiz A. Gibson and James K. Gibson, Jr., wife and husband, a Utility Easement dated April 18, 2013, and recorded in Official Records Book 4364, Pages 478-481, Public Records of Lake County, Florida, conveying certain real property located in Section 30, Township 19 South, Range 24 East, Lake County, Florida, and more particularly described in said Utility Easement.

Section 2.

If any portion of this ordinance is declared invalid or unenforceable, then to the extent it is possible to do so without destroying the overall intent and effect of this ordinance, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of this ordinance shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.

Section 3.

This Resolution shall become effective upon its passage and adoption according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the 27th day of January, 2014.

THE CITY OF LEESBURG

By: _____
Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.11.

Meeting Date: January 27, 2014

From: Patrick Foster, Interim Electric Director

Subject: Resolution accepting a Utility Easement from J. Stewart Paquette, Trustee of the J. Stewart Paquette Living Trust pertaining to land on South Whitney Road, Leesburg, FL

Staff Recommendation:

Staff recommends adoption of the Resolution accepting the Utility Easement from J. Stewart Paquette, Trustee of the J. Stewart Paquette Living Trust pertaining to property located on South Whitney Road, Leesburg, FL in Section 30, Township 19 South, Range 24 East, Lake County, Florida.

Analysis:

J. Stewart Paquette, Trustee of the J. Stewart Paquette Living Trust is granting a Utility Easement to the City of Leesburg for the purpose of construction, installation, repair, maintenance, replacement and improvement of the underground or above ground utilities, including but not limited to water, sewer, reuse water, natural gas, electricity, cable television, fiber optics and telecommunication.

Options:

1. Adopt the Resolution accepting the Utility Easement as presented; or,
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Electric</u> Prepared by: <u>Sabrina Hubbell</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Dates: _____ Attorney Review: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Revised 6/10/04	Reviewed by: Dept. Head <u>Patrick Foster</u> Finance Dept. <u>BLM,</u> Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, ACCEPTING A UTILITY EASEMENT FROM
J. STEWART PAQUETTTE, TRUSTEE OF THE J. STEWART
PAQUETTE LIVING TRUST, PERTAINING TO LAND ON SOUTH
WHITNEY ROAD, LEESBURG, FLORIDA; AND PROVIDING AN
EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

Section 1.

The City of Leesburg, Florida, does hereby accept from J. Stewart Paquette, Trustee of the J. Stewart Paquette Living Trust Dated April 5, 2000, a Utility Easement dated April 18, 2013, and recorded in Official Records Book 4364, Pages 482-485, Public Records of Lake County, Florida, conveying certain real property located in Section 30, Township 19 South, Range 24 East, Lake County, Florida, and more particularly described in said Utility Easement.

Section 2.

If any portion of this ordinance is declared invalid or unenforceable, then to the extent it is possible to do so without destroying the overall intent and effect of this ordinance, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of this ordinance shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.

Section 3.

This resolution shall become effective upon its passage and adoption according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the 27th day of January, 2014.

THE CITY OF LEESBURG

By: _____
Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.12.

Meeting Date: January 27, 2014

From: Raymond S. Sharp, Assistant City Manager

Subject: Resolution authorizing Amendment to services contract with General Electric Company

Staff Recommendation:
Staff recommends approval.

Analysis:

Staff has previously advised the City Commission that we were seeking to restructure the services agreement with General Electric Company (GE) with two specific goals in mind. First, to reduce the cost to the electric utility in the early years of the agreement, and second, to reduce the overall annual cost of the services agreement in future years. This amendment achieves both goals. At the end of the initial term of the agreement, the net benefit to the electric utility is a reduction in cost of \$1.97 million, which represents slightly more than 8% reduction in cost of the services agreement.

The savings is generated by reductions in the annual fees which total \$1.65 million. The remaining savings is generated by elimination of the 2013 fees of about \$319,000. These two items total the \$1.97 million net reduction in costs noted above.

Additionally, the restructured agreement will defer a total of \$450,000 of cost in the first three years, to be repaid in equal increments of \$90,000 in each of the last five years of the agreement. Effectively, given the cumulative effects of inflation and the fact that there is no interest charge imposed, deferring these costs adds at least another \$100,000 or so to the net benefit to the electric utility. I have not included this net benefit in the total noted above because it is unpredictable.

In total, the restructured agreement reduces the net cost to the electric utility by some two million dollars over the term of the agreement.

The initial term of the agreement is also amended to extend the initial term by five years, from 2021 to 2026. This is necessary to allow the deferred payments to be made without an undue financial impact on utility costs, and to provide an additional \$750,000 of benefit to the utility during those five years.

Options:

1. Approve the amendment as presented; or,
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The cost of the agreement to the utility is reduced to 0 in 2013; the 2014 cost to the utility is reduced by \$250,000. The total benefit to the utility is a reduction of cost of the services agreement of \$1.97 million, through 2026.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Executive</u> Prepared by: <u>R. Sharp</u> Attachments: Yes <u>X</u> No _____ Advertised: _____ Not Required <u>X</u> Dates: _____ Attorney Review : Yes <u>X</u> No _____ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>041-1070-531-3410</u> _____ Project No. <u>SMARTG</u> _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE A FIRST AMENDMENT TO A SERVICES
AGREEMENT WITH GENERAL ELECTRIC COMPANY; AND
PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement
with General Electric Company whose address is 4200 Wildwood Parkway, 2018-6-4C-11,
Atlanta, Georgia 30339-8402.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 27th day of January 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 5A.

Meeting Date: January 27, 2014

From: Jack Rogers, Gas Director

Subject: Ordinance amending Section 22-248 of the Code of Ordinances pertaining to inspections of customer gas installations and permitting the City to refuse or discontinue service if conditions are found which create a hazard to the customer or public and requiring customers to notify the city of any changes in customer requirements for natural gas.

Staff Recommendation:

Staff recommends approval of the attached amendments to the Code of Ordinances pertaining to inspections, notification of changes and discontinuation of service when conditions are found which create a hazard to the customer or public.

Analysis:

The City has the responsibility to assure the safety of its customers and the public at large. It has always been the practice of the gas department to refuse or discontinue service to customer appliances and pipe systems when it is determined that a safety hazard exists. The City has adopted the Fuel Gas section of the Florida Building Code and is regulated by the Department of Transportation, Pipeline and Hazardous Materials Safety Administration, part 192 of the Pipeline Safety Regulations. These codes and regulations do not specifically address many safety issues with respect to proper operation of gas appliances that are encountered by our service department. This amendment to the Code of Ordinances clarifies the conditions under which the city may refuse service, grants authority to perform initial and follow up inspections, and creates a subsection requiring the customer to notify the City of any change in customer requirements for gas service.

Options:

1. Approve the amendment of Section 22-248 of the Code of Ordinances.
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

There is no fiscal impact.

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Gas</u> Prepared by: <u>JR</u> Attachments: Yes <u> </u> No <u>X</u> Advertised: <u> </u> Not Required <u>X</u> Dates: <u> </u> Attorney Review : Yes <u>X</u> No <u> </u> <u> </u> Revised 6/10/04	Reviewed by: Dept. Head <u>JR</u> Finance Dept. <u>BLM</u> Deputy C.M. <u> </u> Submitted by: <u> </u> City Manager <u> </u>	Account No. <u> </u> Project No. <u> </u> WF No. <u> </u> Budget <u> </u> Available <u> </u>
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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, AMENDING §22 – 248 OF THE CODE OF ORDINANCES, PERTAINING TO GAS DEPARTMENT SERVICE POLICIES, ADDING PROVISIONS PERMITTING THE CITY TO REFUSE OR DISCONTINUE SERVICE IF CONDITIONS ARE FOUND WHICH CREATE A HAZARD TO THE PUBLIC OR THE CUSTOMER, OR IF THE EQUIPMENT BEING SERVED OR TO BE SERVED IS DEFICIENT OR HAZARDOUS; PERMITTING THE CITY TO INSPECT CUSTOMER GAS INSTALLATIONS PRIOR TO CONNECTING SERVICE AND PERIODICALLY THEREAFTER; REQUIRING CUSTOMERS TO NOTIFY THE CITY OF ANY CHANGE IN CUSTOMER REQUIREMENTS FOR NATURAL GAS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Leesburg provides natural gas service to utility customers desiring it, and

WHEREAS, due to its inherent nature, natural gas can create hazards to utility customers and the public if the equipment to be served is not functioning properly or is defective in some way, and

WHEREAS, the City has a responsibility to assure the safety of its customers and the public at large, which requires that the City inspect equipment and premises to be served by its natural gas utility to assure that providing gas service will not create a hazard, and

WHEREAS, if equipment or some other aspect of the natural gas installation is determined to be defective or hazardous, the City must be able to refuse or curtail service until the hazard is abated.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA:

SECTION I.

§22 – 248 of the Code of Ordinances of the City of Leesburg, Florida, is hereby amended to read as set forth below (language removed from the existing Code is shown in ~~strike through~~ and language added to the existing code is shown as underlined):

Sec. 22-248. - Service policies—Gas department.

- (a) The City gas department may refuse to establish service and/or may terminate service to any property or equipment where code infractions or other conditions are found that may jeopardize the safety of the customer

and/or public. Such conditions include, but are not limited to, installations or equipment which violate applicable codes; equipment which is not functioning in accordance with manufacturer's specifications; equipment or installations which have, or are likely due to deterioration or damage to develop, natural gas leaks; or equipment which for any reason may create a hazard notwithstanding that it may function properly in and of itself.

- (b) Reported leaks are treated as priority calls. A service charge will be billed for leak repairs to the customer's system. If the customer refuses to pay the service charge, the service will be locked off until the leak has been repaired.
- (c) The customer must either be at home or make arrangements for the service man to be able to enter the residence at the time the gas service is turned on. The service will not be connected unless all appliances and/or piping can be inspected.
- (d) It is the responsibility of the home owner, contractor, and/or plumber to connect the house piping to the meter set. All appliances in a new home will be connected by the homeowner, contractor and/or plumber before the gas is turned on. When practical, the gas service will be located in the same area as the electric meter.
- (e) Main extensions and services shall be paid for by the developer. The City may elect to cost-share in off-site improvements, provided the estimated profit to be made on the consumption of natural gas in a seven-year period is equal to or exceeds the cost on installation.
- (f) The City may inspect a customer's installation prior to rendering gas service and from time to time thereafter, but assumes no responsibility whatsoever as a result of having made such inspection. The customer has sole responsibility to insure that any identified hazardous condition is corrected properly, prior to initiation of gas service.
- (g) A customer must notify the City of any change in customer requirements for gas service, and receive authorization from the City, prior to making any such changes so that the City is able to meet the customer requirements. A customer will be liable for any damage resulting from violation of this subsection.

SECTION II.

All ordinances or part of ordinances which are in conflict with this Ordinance are hereby repealed, to the extent necessary to alleviate the conflict, but shall continue in effect insofar as they are not in conflict herewith, unless repeal of the conflicting portion destroys the overall intent and effect of any of the conflicting ordinance, in which case those ordinances so affected shall be hereby repealed in their entirety.

SECTION III.

If any portion of this Ordinance is declared invalid or unenforceable, and to the extent that it is possible to do so without destroying the overall intent and effect of this Ordinance, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of the ordinance shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.

SECTION IV.

This Ordinance shall become effective upon its passage and adoption according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the _____ day of _____, 2014.

THE CITY OF LEESBURG, FLORIDA

BY: _____
MAYOR

Attest: _____
CITY CLERK



AGENDA MEMORANDUM

Item No: 5B.
Meeting Date: January 27, 2014
From: William J. Chrisman, Chief of Police
Subject: Ordinance amending the City of Leesburg Municipal Police Officers' Pension Trust Fund.

Staff Recommendation:

Staff recommends approval of the ordinance amending the City of Leesburg Municipal Police Officers' Pension Trust Fund amending Chapter 17, Sections 1, 2, 3, 4, 5 and 6.

Analysis:

An ordinance of the City of Leesburg amends Chapter 17, Pensions and Retirement, Article IV, Police Officer's Retirement Fund of the Code of Ordinances of the City of Leesburg; amending Section 1, Definitions; amending section 6, Benefit Amounts and Eligibility; providing for codifications; providing for severability of provisions; repealing all ordinances in conflict herewith and providing an effective date.

Options:

1. Approve the ordinance amending the City of Leesburg Municipal Police Officers' Pension Trust Fund; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

No Fiscal Impact

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Police</u> Prepared by: <u>Lisa Carter</u> Attachments: <u>Yes_x</u> <u>No</u> Advertised: <u>Not Required</u> Dates: _____ Attorney Review: <u>Yes</u> <u>No</u> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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AGENDA MEMORANDUM

Item No: 5C.

Meeting Date: January 27, 2014

From: Brandy McDaniel, Budget Manager

Subject: Ordinance amending the fiscal year 2013-14 budget for the General, Greater Leesburg CRA, Carver Heights CRA, Hwy 441/27 CRA, Stormwater, Capital Projects, Electric, Gas, Water, Wastewater, Discretionary Sales Tax and Fleet Funds for carryovers from fiscal year 2012-13

Staff Recommendation:

Staff recommends adoption of the attached ordinance amending the fiscal year 2013-14 budget for the General, Greater Leesburg CRA, Carver Heights CRA, Hwy 441/27 CRA, Stormwater, Capital Projects, Electric, Gas, Water, Wastewater, Discretionary Sales Tax and Fleet Funds for carryovers from fiscal year 2012-13.

Analysis:

As established in the Budget Policy, adopted September 28, 1998, total appropriations within a fund cannot increase or decrease without formal action by the City Commission.

This budget adjustment includes purchase orders that were issued prior to September 30, 2013, and the amounts were not included in the original budget for 2013-14, as well as projects not completed last fiscal year.

General Fund (G.F.):

Smartgrid Sungard (IT)	\$ 4,000
Smartgrid Televent (IT)	64,000
Site Certification of the 470 Site (Misc)	29,500
Customer Service Renovations (Finance)	58,629
City Manager Recruiting (HR)	10,500
Cisco VOIP Upgrade (IT)	78,750
LMSC Data Center (IT)	137,656
NDB Maintenance (Airport)	3,225
Clear Obstructions (Airport)	22,240
Library Elevator Repair (PW Facilities)	<u>20,875</u>
Total General Fund	\$429,375

Funding Source

Transfer from Electric
Transfer from Electric
Fund Balance
Fund Balance
Fund Balance
Fund Balance
Fund Balance
Fund Balance
State Grant
Fund Balance

Stormwater

Design & Specs for PW Drainage	\$ 7,123
Beecher & Griffin Drainage	258,092
Commerce St & Ind. Ditch Enclosure	352,831
Birchwood Ditch	<u>250,000</u>
Total Stormwater	\$ 868,046

Funding Source

Fund Balance
Transfer from Carver CRA
Fund Balance
Fund Balance

Greater Leesburg CRA

Sign Grant/Facade Program	\$ <u>12,154</u>
Total Greater Leesburg CRA	\$ 12,154

Funding Source

Fund Balance

Carver Heights CRA

Land Purchases	\$ 671,011
Beecher St Properties	5,000
Redevelopment Plan Amend. & Marketing	6,787
Entrance Improvements	44,490
Business Development Program	46,203
Housing Rehab Program	71,013
Berry Park	47,912
Infrastructure Projects/Improvements	41,883
CDBG Administration	59,470
Residential Connects- Underground	431,908
Beecher & Griffin Drainage (Stormwater)	<u>258,092</u>
Total Carver Heights CRA	\$ 1,683,769

Funding Source

Federal Grant/Bond Proceeds
Bond Proceeds
Bond Proceeds
Bond Proceeds
Bond Proceeds
Bond Proceeds
Fund Balance/Bond Proceeds
Bond Proceeds
Federal Grant
Federal Grant
Federal Grant

Hwy 441/27 CRA

Sign Grant/Facade Program	\$ <u>64,330</u>
Total Hwy 441/27 CRA	\$ 64,330

Funding Source

Fund Balance

Capital Projects

Airfield Lighting Upgrade (Airport)	\$ 489,496
Extend Taxiway A Design (Airport)	182,050
Fire Station #62 Renovations (Fire)	87,937
Fuel Site Refurbishments (Fleet)	11,817
City Hall Reroof (Facilities)	90,000
Relight Susan St Complex (Recreation)	344,986
Community Bldg Improvements (Recreation)	<u>4,668</u>
Total Capital Projects	\$ 1,210,954

Funding Source

State Grant/Transfer from
Gas/Bond Proceeds
State Grant/Bond Proceeds
Transfer from Gas
Fuel Surcharge Fund Balance
Transfer from Gas
Bond Proceeds/Transfer from
Discretionary Sales Tax
Bond Proceeds

Electric

Leesburg High School Energy Lab	\$ 38,762
Crystal River 3 Negotiations	24,916
Emergency Repair of East Substation TX	36,604
GE Negotiations (KEMA)	33,220
Center Substation Transformer	930,204

Funding Source

Demand Side Mgmt Fund
Balance
Fund Balance
Fund Balance
Fund Balance
Renewal & Replacement/
Demand Side Management

Fund Balance
Fund Balance
Fund Balance
Demand Side Management
Renewal & Replacement
Department of Energy
(DOE), Debt Proceeds

3,884,308

\$ 5,736,810

Funding Source

Fund Balance

Fund Balance

Fund Balance

Fund Balance

Bond Proceeds

Bond Proceeds

Bond Proceeds

Bond Proceeds

Developer Contributed

Developer Contributed

\$ 2,003,307

Funding Source

Fund Balance
Fund Balance
Fund Balance
Fund Balance
Fund Balance
Renewal & Replacement
Renewal & Replacement
Renewal & Replacement
Bond Proceeds
Renewal & Replacement

\$3,447,617

Funding Source

[illegible]

\$ 401,278

Discretionary Sales Tax

Relight Susan St Complex (Cap Projects) \$ 72,950
Total Discretionary Sales Tax \$ **72,950**

Funding Source

Fund Balance

Fleet Services Fund

Replace Solid Waste Lodal \$ 242,382
 Refurbish Stormwater Vacuum Loader 63,120
Total Fleet Services Fund \$ **305,502**

Fund Balance

Fund Balance

Options:

1. Adopt the attached ordinance amending ordinance amending the fiscal year 2013-14 budget for the General, Greater Leesburg CRA, Carver Heights CRA, Hwy 441/27 CRA, Stormwater, Capital Projects, Electric, Gas, Water, Wastewater, Discretionary Sales Tax and Fleet Funds, or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The following funds will increase as seen below:

<u>FUND</u>	<u>FY 2014 ADOPTED</u>	<u>CHANGE</u>	<u>FY 2014 AMENDED</u>
General	23,726,974	429,375	24,156,349
Stormwater	1,588,900	868,046	2,456,946
Greater Leesburg CRA	323,256	12,154	335,410
Carver Heights CRA	210,513	1,683,769	1,894,282
Hwy 441/27 CRA	803,169	64,330	867,499
Debt Service	2,559,717	-0-	2,559,717
Capital Projects	826,500	1,210,954	2,037,454
Electric	70,604,389	5,736,810	76,341,199
Gas	9,013,128	2,003,307	11,016,435
Water	9,079,789	3,447,617	12,527,406
Wastewater	11,272,313	401,278	11,673,591
Communications	2,121,249	-0-	2,121,249
Solid Waste	3,652,918	-0-	3,652,918
Police Pension	1,352,562	-0-	1,352,562
Fire Pension	1,464,990	-0-	1,464,990
General Employees Pension	2,700,196	-0-	2,700,196
Health Insurance	5,911,481	-0-	5,911,481
Workers' Compensation	675,847	-0-	675,847
Risk Management	678,118	-0-	678,118
Discretionary Sales Tax	1,655,943	72,950	1,728,893
Gas Tax	904,312	-0-	904,312
Police Impact Fees	-0-	-0-	-0-
Recreation Impact Fees	100,000	-0-	100,000
Building Permits	429,505	-0-	429,505
Police Forfeiture	3,748	-0-	3,748
Police Education Receipts	12,000	-0-	12,000
Fleet Services	<u>3,025,232</u>	<u>305,502</u>	<u>3,330,734</u>
Total	\$154,696,749	\$16,236,092	\$170,932,841

Submission Date and Time: 1/22/2014 5:35 PM

Department: _____ Prepared by: _____ Attachments: Yes___ No ___ Advertised:___Not Required ___ Dates: _____ Attorney Review : Yes___ No ___ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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AGENDA MEMORANDUM

Item No: 5D.

Meeting Date: January 27, 2014

From: Brandy McDaniel, Budget Manager

Subject: Budget Calendar for Fiscal Year 2014-15

Staff Recommendation:

Staff recommends City Commission approval of the budget calendar for fiscal year 2014-15, which includes dates for the commission workshop meetings.

Analysis:

The first step in the budget process is to establish a calendar for fiscal year 2014-15. By law, the City is allowed 45 days from July 1st or the date the Property Appraiser notifies the City Commission of the certified taxable values for 2014, whichever is later, to certify to following:

- 1) the proposed millage rate for 2014,
- 2) rolled back millage rate for 2014, and
- 3) the date, time, and place of the public hearing to consider the proposed millage rate and tentative budget.

Since the City may not hold a public hearing on the same date as Lake County or the Lake County School Board, staff has tentatively scheduled the first public hearing for September 11, 2014.

As indicated on the attached calendar, the budget work sessions, subject to approval and/or modification by the Commission are scheduled as follows:

March 3 rd -	Budget Workshop/Kickoff Meeting
April 29 th -	Budget Workshop/Preliminary FY 14-15 Budget Information
July -	15 th , 24 th , 29 th & 31 st , budget/capital improvement plan workshops
July 28 th -	establish the 2014 millage rate
August 4 th -	budget/capital improvement plan workshop

Options:

1. Approve the budget calendar, as presented, or
2. Approve the calendar as modified by the commission

Fiscal Impact:

None

Submission Date and Time: 1/22/2014 5:35 PM

Department: <u>Finance</u> Prepared by: <u>Brandy McDaniel</u> Attachments: <u>Yes</u> <u>No</u> Advertised: <u>Not Required</u> Dates: _____ Attorney Review : <u>Yes</u> <u>No</u> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. <u>N/A</u> Project No. _____ WF No. _____ Budget _____ Available _____
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